



Employment Notice

April 24, 2012

Medical Billing and Coding Specialist

The Family Health Center is a Federally Qualified Health Center and leading provider of primary healthcare to the medically underserved in Kalamazoo County. We are currently seeking an **Medical Billing and Coding Specialist**.

Summary of Essential Duties and Responsibilities:

Responsible for review of daily patient account transactions with a high level of speed and accuracy. Assists with the collection of insured accounts and maintenance of documents. Posts payments to transactions to patient accounts accurately.

Essential Duties and Responsibilities (Other duties may be assigned.)

- Successfully submits claims from practice management software into claims clearinghouse.
- Reviews chart notes and review appropriate codes to all claims regarding symptoms and procedures for physician services performed in locations other than the physician practice.
- Performs data entry for payments received from insurance plans or patient payments. Responsible for processing all receipts by working closely with other staff who receive payments either by mail or direct payment. Resolves payment transaction discrepancies with the Billing Manager.
- Verifies patient eligibility with health-plans, reviews rejected claims and make adjustments to patient accounts as necessary.
- Performs collection procedures on non-insured accounts with the assistance of the Billing Manager.
- Prefer knowledge of appropriate third party liability (TPL) and government websites (i.e. CHAMPS, C-SNAP, WebDenis, HMO Medicaid websites that FHC participates with.
- Working knowledge of ICD-9, HCPCS and CPT.
- Ability to use Microsoft Office, Internet, practice management system and relational database system software.
- Answer patient questions regarding statements in person and through phone calls. Ability to work effectively and efficiently under tight deadlines, high volumes and multiple interruptions.

Education and/or Experience:

Must have a minimum of a high school diploma; prefer an Associate Degree in Business with emphasis in Accounting/Finance from an accredited college or university in addition to one year of experience; or equivalent combination of education and experience.

Family Health Center Offers an excellent benefits package which includes medical/dental/vision/life insurance/403(b) retirement savings plan. Total compensation will depend on experience, education, and combination of skills brought to the position.

Interested candidates should forward information via email to
humanresources@fhckzoo.com

MAIN OFFICE

117 W. Paterson Street
Kalamazoo, MI 49007-2581
p 24 hours 269.349.2641
f 269.488.0817

CENTRE STREET SITE

325 E Centre Avenue
Kalamazoo, MI 49002-5512
p 269.488.7342
f 269.488.7346

BURDICK STREET SITE

1308 N. Burdick Street
Kalamazoo, MI 49007-2553
p 269.349.2641
f 269.488.3410

SHERIDAN STREET SITE

2918 Portage Street
Kalamazoo, MI 49001-3755
p 269.488.8516
f 269.488.8529

HEALTHCARE

FOR THE HOMELESS

431 N. Rose Street
Kalamazoo, MI 49007-3637
P 269.385.2217
F 269.349.4392

EDISON SCHOOL-BASED HEALTH CENTER

924 Russell Street
Kalamazoo, MI 49001-3037
p 269.337.1702
f 269.337.1644

ADMINISTRATION OFFICES

117 W. Paterson Street
Kalamazoo, MI 49007-2581
p 269.349.4257
f 269.349.2898